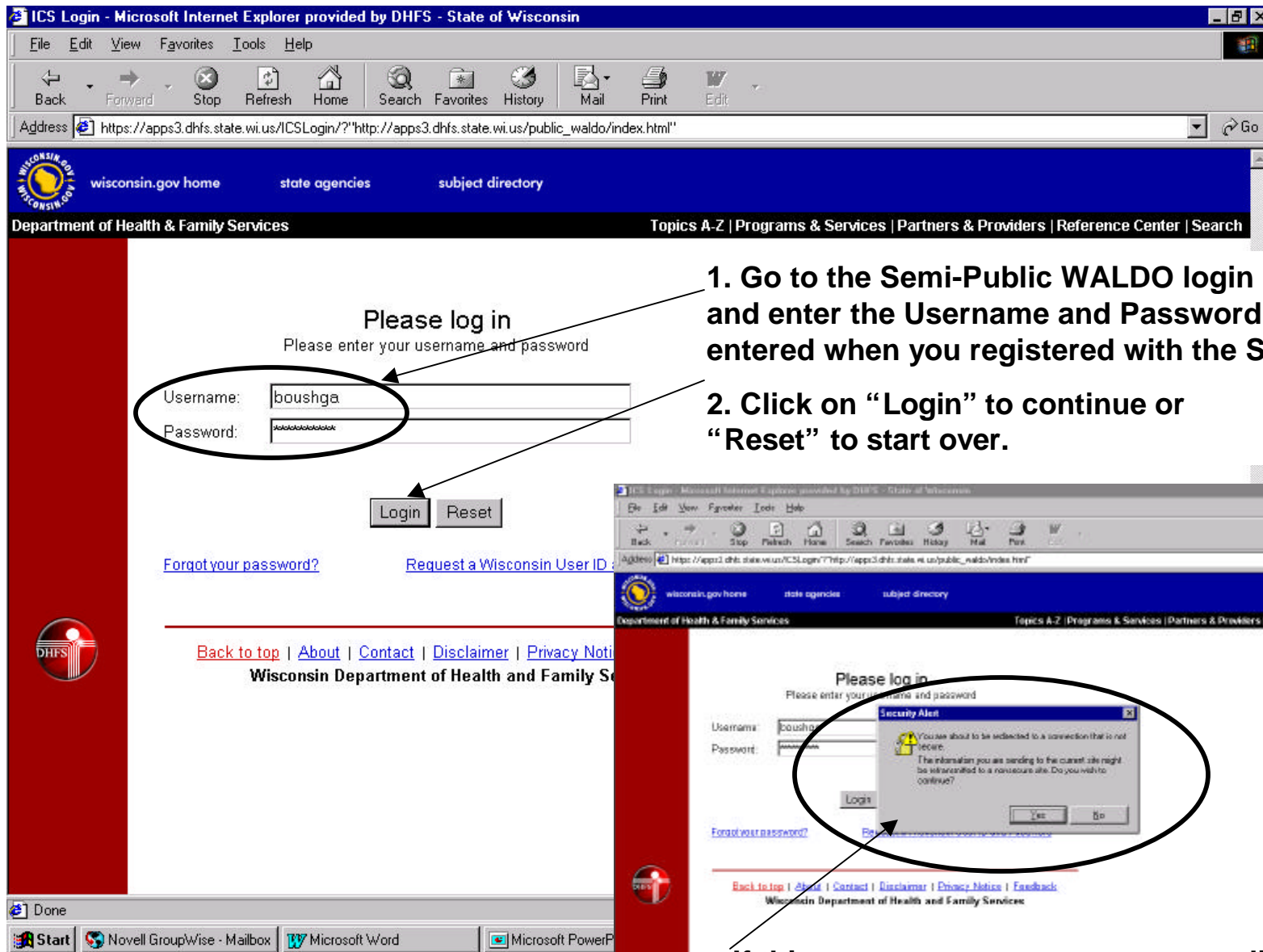


SEMI-PUBLIC WALDO: HOW TO FIND A FACILITY AND UNIT OF A FACILITY

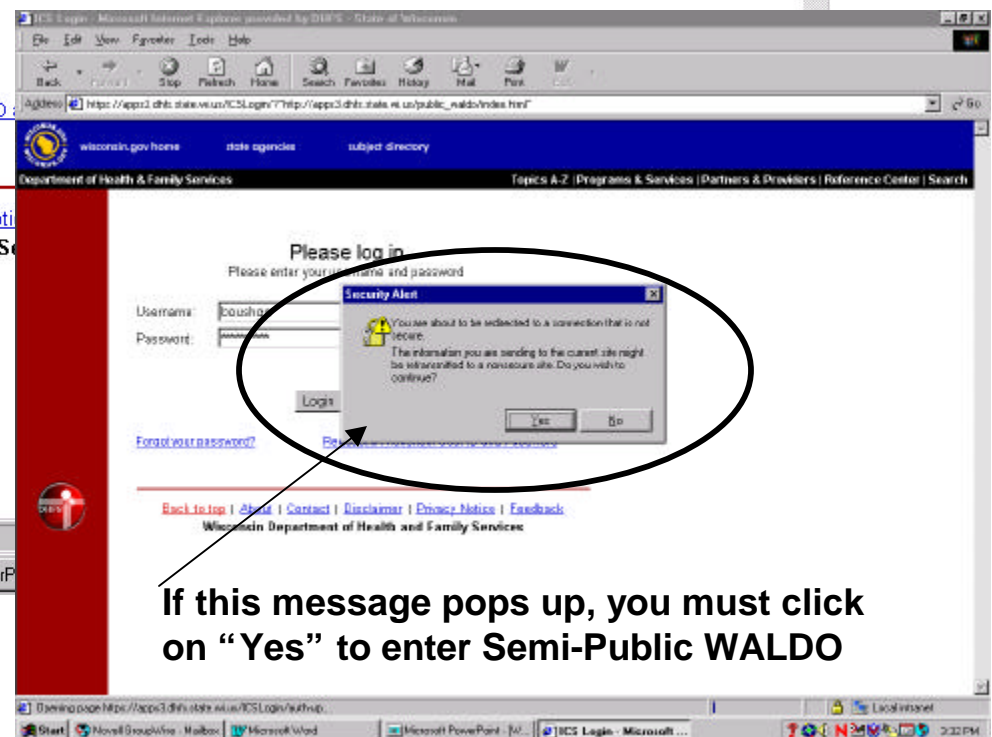


Department of Health and Family Services
Division of Public Health
608-261-6876
plicasbestoslead@dhfs.state.wi.us



1. Go to the Semi-Public WALDO login Screen and enter the Username and Password that you entered when you registered with the State.

2. Click on "Login" to continue or "Reset" to start over.



If this message pops up, you must click on "Yes" to enter Semi-Public WALDO



Wisconsin
Department of
Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

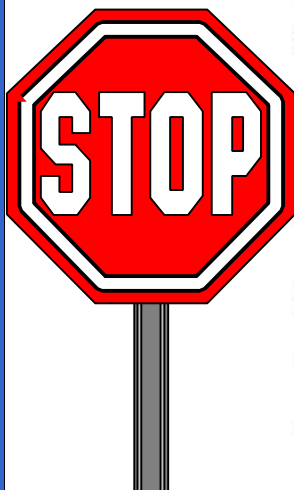
[Add a Facility](#)

[Search for Facility](#)

This is the "Home" page for Semi-Public WALDO. To go to this screen, click on "Home" in the WALDO navigation bar. **Do not** click on the "Home" icon in your tool bar.

Search for facility by facility ID, address, property owner, facility name, or certificate ID.

[Search Tips](#)



**Read the
instructions
on this
page.**

Facility ID

Street Address

No., Direction, Name, or Suffix

Wilson

City

Madison

Zip

Owner

Facility Name

Certificate ID

Search

WALDO - ©DHFS - State of Wisconsin



Wisconsin
Department of
Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

[Add a Facility](#)

[Search for Facility](#)

If you need to go back to a screen you submitted before, click on the WALDO Back button (bottom of screen, if available) or click on the WALDO "Home" button and start over.

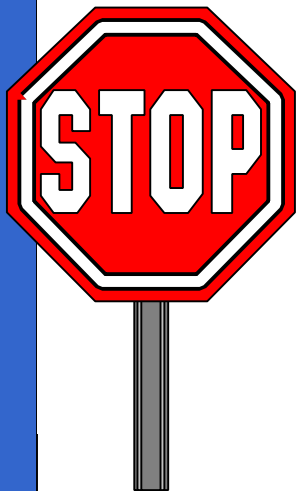
Search for facility by facility ID, address, property owner, facility name, or certificate ID.

[Search Tips](#)

Do not use the "Back" button on your tool bar to go back to a screen you submitted earlier.

Facility ID	<input type="text"/>
Street Address <small>No., Direction, Name, or Suffix</small>	<input type="text"/> <input type="text"/> <input type="text" value="Wilson"/> <input type="text"/>
City	<input type="text" value="Madison"/>
Zip	<input type="text"/>
Owner	<input type="text"/>
Facility Name	<input type="text"/>
Certificate ID	<input type="text"/>

WALDO - ©DHFS - State of Wisconsin



4/13/04

What is a facility?

A facility in WALDO consists of a single building, its associated structures and common areas. In the rare circumstance where more than one *street address* (not house number) is assigned to a single building, each street address is its own facility.

For example, occupants on the west side of the building enter from an entrance on the west side and have an address of 102 N Main Street, use a parking structure on the west side of the building. Occupants on the east side of the building enter from an entrance on the east side, have an address of 102 N Wilson Street and use a parking structure on the west side of the building. This building must be registered as 2 facilities.

For residential property, the facility includes all dwelling units in a single building. If a building is part of a multi-building complex, each building is a separate facility.



What is a common area?

A common area is an area used by occupants of more than one dwelling unit. Examples of common areas include:

- all exterior surfaces and structures**
- interior hallways and stairs**
- laundry room**
- parking garage**
- storage area**

A single-family residence does not have common areas because everything on the owned property belongs to the single dwelling unit.

If the interior of a structure (such as a shed) is locked and secured so that occupants cannot use it, the interior of the structure is not a common area. The exterior is included to the extent it is accessible to occupants.



Facility information in WALDO consists of 3 major components:

1. Facility information

- to find an existing facility, follow directions on page 10**
- to add a facility, follow separate directions under Add Facility**

2. Property owner information

- to find an existing property owner, follow separate directions “How to Add a Facility”, page 2**
- to add a property owner, follow separate directions under “How to Add a Property Owner”**

3. Dwelling unit information

- to find an existing dwelling unit, follow directions on page 14**
- to add a dwelling unit, follow separate directions “How to Add a Dwelling Unit”**

Step 3 – Search for the facility

Before you can enter a lead investigation report or register a lead-free or lead-safe property, you must first search the database to see if the facility is already in WALDO (see next page). The search is important so WALDO does not have more than one facility for the same address.

If you find the facility, you need to be aware of the fact that many of the facilities in WALDO were entered from information on lead hazard reduction notices submitted to the Department. These notices ask for less information than is needed for registration of a lead-free or lead-safe property and with a different intent, so you might find information is missing or incorrect. For example, the Contact Person and Contact Information provided on a lead hazard reduction notice usually refers to the person monitoring the work, whereas a property owner might want to direct the public to the rental agent when a property is registered as lead-free or lead-safe.

If you do not find the facility, you will have to enter the information to create the facility record in WALDO.



Correcting/Adding Information to a Facility in WALDO

**If you find a facility with missing or incorrect information:
Call 608-261-6876 to add or correct the number of units in the facility (building) before you can register a property.**

For all other corrections/additions, send an email to plicasbestoslead@dhfs.state.wi.us with the facility ID number and a description of the information that needs to be corrected.



Wisconsin
Department of
Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

[Add a Facility](#)

Search for Facility

Search for facility by facility ID, address, property owner, facility name, or certificate ID.

[Search Tips](#)

Facility ID	<input type="text"/>
Street Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<small>No., Direction, Name, or Suffix</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>
Owner	<input type="text"/>
Facility Name	<input type="text"/>
Certificate ID	<input type="text"/>

Search

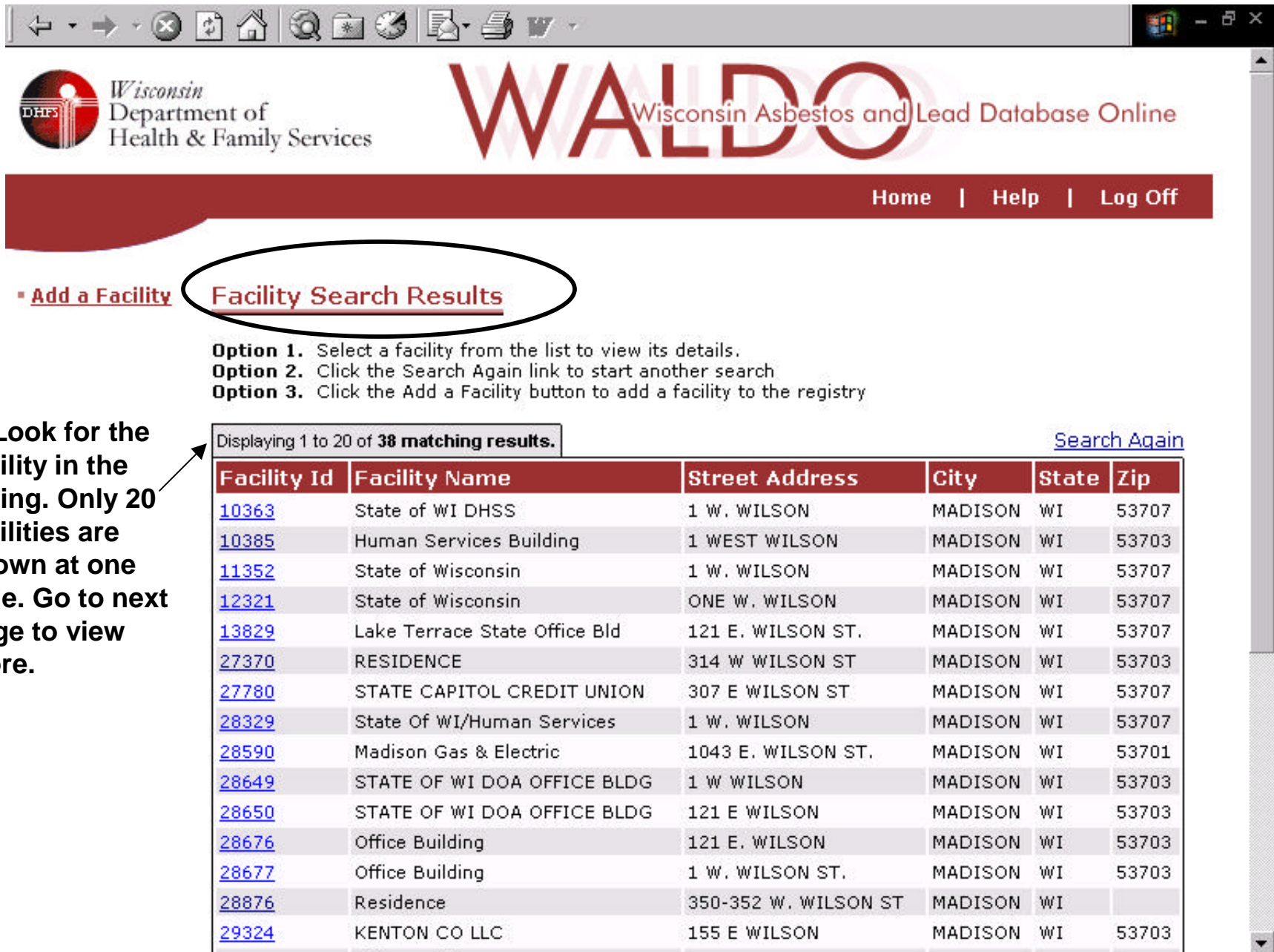
WALDO - ©DHFS - State of Wisconsin

3. Search for the facility. The search results will include every facility with your search words in the facility record.

We recommend entering only the name of the street and city. For streets with numbered names, enter as "13th", "50th", etc. You may search by a house number, but not an apartment number.

When you know the facility ID, it is the best search criteria.

4. After entering your criteria, click on "Search"



Wisconsin Department of Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

[Add a Facility](#) **Facility Search Results**

Option 1. Select a facility from the list to view its details.
Option 2. Click the Search Again link to start another search.
Option 3. Click the Add a Facility button to add a facility to the registry

Displaying 1 to 20 of **38 matching results.** [Search Again](#)

Facility Id	Facility Name	Street Address	City	State	Zip
10363	State of WI DHSS	1 W. WILSON	MADISON	WI	53707
10385	Human Services Building	1 WEST WILSON	MADISON	WI	53703
11352	State of Wisconsin	1 W. WILSON	MADISON	WI	53707
12321	State of Wisconsin	ONE W. WILSON	MADISON	WI	53707
13829	Lake Terrace State Office Bld	121 E. WILSON ST.	MADISON	WI	53707
27370	RESIDENCE	314 W WILSON ST	MADISON	WI	53703
27780	STATE CAPITOL CREDIT UNION	307 E WILSON ST	MADISON	WI	53707
28329	State Of WI/Human Services	1 W. WILSON	MADISON	WI	53707
28590	Madison Gas & Electric	1043 E. WILSON ST.	MADISON	WI	53701
28649	STATE OF WI DOA OFFICE BLDG	1 W WILSON	MADISON	WI	53703
28650	STATE OF WI DOA OFFICE BLDG	121 E WILSON	MADISON	WI	53703
28676	Office Building	121 E. WILSON	MADISON	WI	53703
28677	Office Building	1 W. WILSON ST.	MADISON	WI	53703
28876	Residence	350-352 W. WILSON ST	MADISON	WI	
29324	KENTON CO LLC	155 E WILSON	MADISON	WI	53703

5. Look for the facility in the listing. Only 20 facilities are shown at one time. Go to next page to view more.

Wisconsin Department of Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

[Add a Facility](#) **Facility Search Results**

Option 1. Select a facility from the list to view its details.
Option 2. Click the Search Again link to start another search
Option 3. Click the Add a Facility button to add a facility to the registry

Displaying 1 to 20 of **38 matching results.** [Search Again](#)

Facility Id	Facility Name	Street Address	City	State	Zip
0363	State of WI DHSS	1 W. WILSON	MADISON	WI	53707
10385	Human Services Building	1 WEST WILSON	MADISON	WI	53703
11352	State of Wisconsin	1 W. WILSON	MADISON	WI	53707
12321	State of Wisconsin	ONE W. WILSON	MADISON	WI	53707
13829	Lake Terrace State Office Bld	121 E. WILSON ST.	MADISON	WI	53707
27370	RESIDENCE	314 W WILSON ST	MADISON	WI	53703
27780	STATE CAPITOL CREDIT UNION	307 E WILSON ST	MADISON	WI	53707
28329	State Of WI/Human Services	1 W. WILSON	MADISON	WI	53707
28590	Madison Gas & Electric	1043 E. WILSON ST.	MADISON	WI	53701
28649	STATE OF WI DOA OFFICE BLDG	1 W WILSON	MADISON	WI	53703
28650	STATE OF WI DOA OFFICE BLDG	121 E WILSON	MADISON	WI	53703
28676	Office Building	121 E. WILSON	MADISON	WI	53703
28677	Office Building	1 W. WILSON ST.	MADISON	WI	53703
28876	Residence	350-352 W. WILSON ST	MADISON	WI	
29324	KENTON CO LLC	155 E WILSON	MADISON	WI	53703

Wisconsin Department of Health & Family Services

WALDO

Wisconsin Asbestos and Lead Database Online

[Home](#) | [Help](#) | [Log Off](#)

[Add a Facility](#)

Facility Search Results

Option 1. Select a facility from the list to view its details.
Option 2. Click the Search Again link to start another search.
Option 3. Click the Add a Facility button to add a facility to the registry

Displaying 1 to 20 of **38 matching results.** [Search Again](#)

Facility Id	Facility Name	Street Address	City	State	Zip
10363	State of WI DHSS	1 W. WILSON	MADISON	WI	53707
10385	Human Services Building	1 WEST WILSON	MADISON	WI	53703
11352	State of Wisconsin	1 W. WILSON	MADISON	WI	53707
12321	State of Wisconsin	ONE W. WILSON	MADISON	WI	53707
13829	Lake Terrace State Office Bld	121 E. WILSON ST.	MADISON	WI	53707
27370	RESIDENCE	314 W WILSON ST	MADISON	WI	53703
27780	STATE CAPITOL CREDIT UNION	307 E WILSON ST	MADISON	WI	53707
28329	State Of WI/Human Services	1 W. WILSON	MADISON	WI	53707
28590	Madison Gas & Electric	1043 E. WILSON ST.	MADISON	WI	53701
28649	STATE OF WI DOA OFFICE BLDG	1 W WILSON	MADISON	WI	53703
28650	STATE OF WI DOA OFFICE BLDG	121 E WILSON	MADISON	WI	53703
28676	Office Building	121 E. WILSON	MADISON	WI	53703
28677	Office Building	1 W. WILSON ST.	MADISON	WI	53703
28876	Residence	350-352 W. WILSON ST	MADISON	WI	
29324	KENTON CO LLC	155 E WILSON	MADISON	WI	53703

8. If you don't find it after a 2nd search, click on "Add a Facility" and follow the "Add a Facility" instructions.

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintFacility?COMMAND=gov.wi.state.dhfs.waldo.command.MaintFacility&id=109561&submit=view Go

View details and list of registered units for the selected facility.

Option 1. Select a unit from the list to view its registry details.
Option 2. Click the Back button to return to Facility Search
Option 3. Click the Add button to add a registered unit for this facility.

Select Unit

Facility Id	109561
Facility Name	TEST RESIDENCE
Facility Type	Lead Registry
Number Of Units	1
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	53702-0033
Occupancy Type	Owner Occupied
Owner	UNKNOWN PROPERTY OWNER
Contact Person	
Contact Information	

9. After selecting the facility, you must select the unit.

Unit Number "All Units" is the default unit that covers the entire property.

Any other unit listed covers only that unit and common areas associated with it.

TEST RESIDENCE Units

Unit Id	Unit Number	Common Area Description	Street Address	City
109356	ALL UNITS	Entire Property	1 W WILSON ST	MADISON
109609	4	All interior and exterior areas associated with the unit, including stairways, porches, laundry and parking facility, but excluding locked furnace room.	1 W WILSON ST	MADISON
109610	2	All interior and exterior common areas associated with the unit, including stairways, halls, porches, laundry, parking facility, but excluding locked furnace room	1 W WILSON ST	MADISON

<< Back Add Unit

Done Local intranet

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...


11:00 AM

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address Links


Wisconsin
 Department of
 Health & Family Services

WALDO Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

Unit View

Option 1. Click the Report Lead Investigation button to submit lead investigation results for this unit.
Option 2. Click the View Certificate button to view the lead-safe and/or lead-free certificates for this unit.
Option 3. Click the Registry Property button to register a lead-safe and/or lead-free certificate for this unit.

Unit Number	202
Common Area Description	this is a test to see how many characters can be entered into the common area description. this is a test to see how many characters can be entered into the common area description. this is a test to see how many characters can be entered into the common area description.
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	537020033

<< Back
 Report Lead Investigation
 View Certificates
 Register Property

WALDO - ©DHFS - State of Wisconsin

Done Internet

10. On the Unit View screen, you are given 3 options.

For instructions on entering a lead investigation (in lieu of submitting quarterly reports), see “How to Report Lead Investigations”.

For instructions on registering a lead-free or lead-safe property, see “How to Register Lead-Free/Lead-Safe Properties”.